

CLAUSE H-39 – SUBCONTRACT ADMINISTRATION INFORMATION (August 2002)

- (a) \_\_\_\_\_ is designated as the Subcontracting Officer by the Business Services Director for the purpose of administering this subcontract.
- (b) \_\_\_\_\_ is designated as the Subcontracting Officer's Technical Representative by the Business Services Director for the purpose of inspection and acceptance of supplies/services under the subcontract. Inspection and acceptance by anyone other than the party identified above is not authorized. The Subcontracting Officer's Technical Representative (SOTR) will be responsible for technical assistance in administration of this subcontract. Duties will involve inspection, review, reporting, and certification of the Subcontractor's performance. The SOTR also ensures that the subcontractor complies with all federal, state, DOE and Jefferson Lab environment, health and safety requirements. The SOTR will maintain performance records. When deficiencies are noted, they will be recorded by the SOTR and the information will be provided to the Subcontracting Officer for appropriate action.
- (c) Subcontract Correspondence Procedures. Correspondence submitted by the Subcontractor shall be subject to the following procedures:
  - (1) Technical Correspondence: The Subcontractor shall submit all technical correspondence to the Subcontracting Officer's Technical Representative [as identified in (a) above], SURA/Jefferson Lab, 12000 Jefferson Avenue, Newport News, VA 23606, with an information copy to the Subcontracting Officer.
  - (2) Non-Technical Correspondence: The Subcontractor shall submit all non-technical correspondence to SURA's Subcontracting Officer [as identified in (b) above], SURA/Jefferson Lab, Business Services Department, 12000 Jefferson Avenue, Newport News, VA 23606.
  - (3) Invoices: The Subcontractor shall submit all invoices to:
    - Business Services Department/Finance Department
    - SURA/Jefferson Lab
    - 12000 Jefferson Avenue
    - Newport News, VA 23606

Invoices shall identify amount(s) by line item/cost elements or other format as maybe required by SURA

    - Subcontract Number
    - Subcontracting Officer (Name)
    - SOTR (Name)
- (d) This clause does not authorize anyone other than SURA's Subcontracting Officer to commit SURA to changes in the terms of the subcontract.